

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 05-008

TO: Charter School Administrators, Directors, Principals

FROM: Philip Williams, Director of School Finance

DATE: September 14, 2004

SUBJECT: September 15, 2004 Basic calculation for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The September 15, 2004 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <http://www.ade.az.gov/districts>. If you need help viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid on estimated counts submitted by August 20, 2004. In the event that you did not receive a September 15, 2004 payment, it may be due to missing or late submitted estimated student counts, M & O Deduct forms or LEA calendars not submitted. In addition, if the banking forms were not submitted to the State Treasurer's Office or Charter contracts were not signed, a payment will not be issued. If you have questions or concerns about submitting estimated student counts or M & O Deduct forms please contact Karla Dunn at (602) 542-8240 or by e-mail at kdunn@ade.az.gov. Questions regarding entering calendars on line should be directed to David Schuricht at 602.542.8243 or email at dschuri@ade.az.gov.

Estimated student counts submitted on or before August 20, 2004, are the basis of September funding; estimated student counts submitted on or before September 17, 2004, will be the basis of October funding. In order to receive a September 15, 2004 charter payment, charters must also have submitted a calendar online and a completed/signed M&O Deduct form by August 20, 2004. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a payment in the following month.**

It is the responsibility of each charter school to verify that the Charter School Estimated Counts report posted on their web page (<http://www.ade.az.gov/districts>) accurately reflects the data submitted. **Charter schools should revise their estimated counts each month to accurately reflect the actual student registration.**

If you have any concerns regarding your equalization calculations or payments please contact Lori Damanti at 602.542.3303 or by email at ldamant@ade.az.gov.